

The purpose of this study is to review the present functions and organization of the General Services Administration (GSA) in order to assess alternative modes by which these functions may be conducted most effectively, for the national interest, in future years. At a minimum the study will focus on:

- (1) the statutory mission and functions of GSA;
- (2) major operating problems/issues faced by GSA since its establishment and how they were addressed;
- (3) how similar functions have been conducted elsewhere - e.g., in the Department of Defense, private industry, or state and local government; and
- (4) how future needs of the U.S. Government and technological or managerial developments may affect the organization and performance of GSA functions.

The National Archives and Records Service will not be included in the study.

Three alternatives, in addition to others that may be identified by the study panel, will be assessed:

- (1) GSA as a quasi-governmental or governmental corporation;
- (2) GSA as a regulatory agency, with the devolution of operating responsibilities for space, building management, custodial, and supply operations to the program agencies; or
- (3) GSA, continued basically as now constituted, with some modifications.

GSA will assure access to agency reports, documents, and other data relevant to the study and provide briefings to the panel where appropriate. The panel and staff will seek cooperation from the Office of Management and Budget for information and perspectives related to GSA organization and functions to include past status and reports, with particular emphasis upon the work of the President's Reorganization Project and the President's Management Improvement Project. Similar assistance will be solicited from Congressional Committees, the Library of Congress, and appropriate Executive Branch agencies. No formal solicitation of data via questionnaire is anticipated. Extensive interviews will be conducted with selected officials regarding "consumer" issues, GSA functions and organization, interagency relationships, and analogous experience relevant to the purpose of the study. Visits to GSA Regional offices and selected installations will be made by teams composed of staff and panel members. Briefings on the study progress and preliminary findings will be made to the Administrator of GSA, as stipulated in the contract.

A panel of nine members, supported by professional staff responsible to the contractor, will be appointed by the Contractor's Chairman to oversee the study throughout its course and to be responsible for the final report, which will include conclusions and recommendations.

The panel members have been selected in consultation with the Government, to reflect the following qualities: 1) unquestioned credibility as persons of integrity and judgment; 2) collectively, a span of special expertise covering (a) "consumer" experience as federal line managers (b) knowledge of private sector distribution systems (c) conceptual and analytical ability related to the panel's task, (d) broad understanding of governmental operations and (e) consumer or distribution knowledge in state/local government.

The following personnel assigned by the contractor to be members of the panel and have been agreed to by the Government are considered to be essential to the performance:

PANEL

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The Study shall commence in accordance with Execution, Commencement of Work Clause as stated in this contract.

Delivery Schedule:

The following Delivery Schedule shall be adhered to by the Contractor:

Verbal Progress briefings to the Administrator on or about;

September 22, 1980  
October 20, 1980  
November 20, 1980

Draft report of study delivered to Administrator not later than December 1, 1980, for review by him and others designated by him.

Final acceptable report due not later than December 31, 1980.

Acceptance of Work: Performance shall be in conformance with the terms and conditions stated herein and to the satisfaction of the Government Project officer.